

Personnel-General

**The Active Guard/Reserve (AGR) Program Management of
Title 32 USC Full-Time National Guard Personnel (Army)**

Summary. This regulation provides procedures and guidance for placement of full-time AGR positions in the Montana Army National Guard (MTARNG).

Applicability. This regulation applies to all elements and organizations of the MTARNG with required AGR positions.

Suggested Improvements. The proponent agency of this regulation is the Human Resources Office, Department of Military Affairs, State of Montana. Users are invited to send comments and suggested improvements to Department of Military Affairs, ATTN: HRO-A, PO Box 4789, Helena, MT 59604-4789.

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1. Purpose. This regulation provides procedures and guidance for the management of full-time AGR positions in the MTARNG.

2. References. Required and related publications are listed in Appendix A.

3. Explanation of Abbreviations and Terms. Abbreviations and special terms used in this pamphlet are explained herein or in Appendix A.

4. Regulatory Authority. Paragraph 1-4c, NGR 600-5.

5. Responsibilities.

a. The Adjutant General (AG) is responsible for the Title 32 USC Full-Time National Guard Personnel Program. The AG may delegate by memorandum to the Chief of Staff the authority for allocating AGRs under his authority.

*This Regulation supersedes DMAMT Reg 600-5, 01 February 1999

- b. The Human Resource Office (HRO) has overall responsibility for the management of the Active Guard/Reserve (AGR) Program of Title 32 USC National Guard personnel (ARMY).
- c. The Chief of Staff (CoS) is responsible for determining AGR allocations in coordination with the HRO.
- d. In accordance with NGR/AR 600-5 the AGR branch (HRO-A) is responsible to the HRO for the administrative management of the AGR program.
- e. AGR Supervisors at all levels are responsible for the supervision and career development of AGR soldiers assigned to Full-Time Support (FTS) positions.

6. AGR Management Program.

- a. Allocation of AGR authorizations. The HRO makes recommendations through the Chief of Staff to the AG concerning the allocation of AGR resources.
- b. With the exception of Key Staff positions all AGR positions will be filled utilizing the procedures in paragraph 7 of this regulation.
- c. Key Staff positions may be filled by direct appointment of the Adjutant General. Key Staff positions are as follows:

Chief of Staff	DCS Information Management
DCS Facilities	DCS Aviation
DCS Personnel	DCS Operations
DCS Maintenance	DCS Logistics
Assistant Chief of Staff	State Command Sergeant Major

- d. Administrative Officers (AO)/Officers in Charge (OIC), and Deputy Chiefs of Staff (DCS) should start the process to fill projected vacancies approximately 90 days prior to the effective date of vacancy.
- e. Requesting to fill a position. Requests to fill a vacant SPMD position or a projected vacancy for which an AGR authorization exists will be forwarded through channels to HRO-A by memorandum. The following information will be included.

- (1) MTOE/TDA number.
- (2) Paragraph and line number.
- (3) MTOE/TDA position title and MOS/SSI.
- (4) SPMD position title.
- (5) MTOE/TDA maximum grade.
- (6) SPMD maximum grade.
- (7) Unit of assignment and UIC.

(8) For officer entry positions, indicate whether or not enlisted personnel eligible for commissioning will be considered.

f. HRO-A will advertise positions open to Area I (current on board MTARNG AGRs) personnel for a minimum of thirty (30) days. Positions open to Area II (all members or those eligible for membership in the MTARNG) personnel will be advertised for a minimum of forty five (45) days.

g. HRO-A will screen all applications and forward them to the designated selecting official with a memorandum of instruction.

(1) Selecting officials will interview all applicants for Area I vacancies either in person or telephonically.

(2) An AGR Accession Board will be convened for positions advertised to Area II personnel.

h. Notification of personnel. Notification to applicants, selectee, and units is the responsibility of HRO-A. HRO-A will coordinate all required actions such as placement date and PCS moves with the gaining and/or losing supervisors and the soldier.

i. Termination/suspension of staffing action. Staffing actions may be terminated or suspended by the HRO or the Chief of Staff at any time prior to the placement effective date if such action would be in the best interests of the MTARNG. Reasons for the action could be force structure change, manpower voucher change, and/or requirement to meet end strength authorizations.

j. When practical, supervisors at all levels should plan movement of their soldiers and requests to fill vacancies to allow for a 30 day training period for the incoming soldier.

7. Placement of AGR Soldiers. Placement of AGR soldiers in vacant positions will be in accordance with Support Personnel Manning Document (SPMD) requirements and valid vacancies in the following sequential fill process.

a. Priority Placement Program (see paragraph 8). If no soldier in that status, then ----

b. Command Directed Reassignment (see paragraph 9), If not applicable, then ----

c. Lateral Reassignment within Battalion (see paragraph 10), If not applicable, then ----

d. Job vacancy announcement at the authorized SPMD grade and one (1) grade below. If no applicants, then ---

e. Job vacancy announcement to all AGR personnel regardless of grade. If no applicants, then ----

f. Utilize AGR accession program.

g. Utilization of an AGR soldier in a SPMD position one grade higher than the soldier's current grade requires an Adjutant General waiver. The Adjutant General has granted approval authority for these waivers to the Human Resource Officer.

h. Utilization of an AGR soldier in a SPMD position two grades higher than the soldier's current grade requires a National Guard Bureau (NGB) waiver.

8 Priority Placement Program. Soldiers, who are over-grade or excess to the SPMD due to reorganization or force structure change, may be retained for a period of one (1) year in the priority placement program.

a. HRO-A will screen all requests for vacancy fill against the priority placement list prior to any further recruitment action.

(1) Soldiers who are eligible for priority placement will be offered positions at the same grade if available or one grade lower.

(2) Soldiers who are made excess due to force structure changes must accept reassignment if valid AGR position vacancies are available at their current grade or one grade lower. Soldiers accepting assignment to a lower graded position will retain their current rank for one year.

(3) Enlisted soldiers remaining over-grade for a period over one year will be reduced to the authorized military grade of their position or released from active duty.

(4) Officer and Warrant Officers carried in an excess status and not reassigned to a valid SPMD position within one (1) year will be separated from the AGR program.

b. Soldiers will be sent a memorandum notifying them of priority placement status and reassignment possibilities. Soldiers must respond with acceptance or non-acceptance by the suspense date indicated on the memorandum. If there is more than one individual on the priority placement list eligible for placement in a position, HRO will rank order placement based on the date the soldier entered the priority placement program.

9. Command Directed Reassignment. OICs/AOs/DCSs may request by memorandum through channel to the Adjutant General or his designee (Chief of Staff) that an AGR soldier be command direct reassigned to another SPMD authorized position of the same grade.

a. The request must include the benefits the reassignment will provide the Montana Army National Guard.

b. The following conditions will apply.

(1) The reassignment is at the same SPMD grade level.

(2) The reassignment is normally within the same AGR functional area. If the soldier is not MOS qualified for the new position, he/she will have 12 months to become qualified.

c. Soldiers declining Command Directed Reassignment will be released from the AGR program no later than 30 days after declination. Upon notification of a command directed reassignment the affected soldier is given an opportunity to appeal the reassignment if they choose.

d. The Adjutant General or his designee (Chief of Staff) is the final approving authority for all command directed reassignments.

10. Lateral Reassignments within Battalion/Directorate. AOs/OIC/DCS may request a lateral reassignment of personnel in their command to support the mission and/or in the best interests of the MTARNG. The following conditions apply.

- a. The requested soldier is within their command/directorate and the position the soldier is recommended for is also within the same command/directorate.
- b. The reassignment is at the same SPMD grade level.
- c. The reassignment is normally within the same AGR functional areas. If the soldier is not MOS qualified for the new position, he/she will have 12 months to become qualified.
- d. The reassignment is a voluntary reassignment.

11. Enlisted Career Management Program. Positions in the grades of E6 thru E9, which are not filled through priority placement, command directed reassignment, or internal lateral reassignment will be filled using the job vacancy announcement process below.

- a. Once a position is identified for fill, the supervisor will submit a memorandum thru channels to HRO-A requesting fill per the guidance in paragraph 6e.
- b. HRO-A will review the request against the SPMD and the yearly benchmarks prior to advertising.
- c. Once approved for announcement, HRO-A will advertise the position to personnel at the SPMD authorized grade and one grade below for a minimum of thirty (30) days unless an exception is made by HRO.
- d. HRO-A will screen all applications for compliance with regulation and the job announcement and then forward them to the selecting official and appoint an AGR Selection Board.
- e. Upon receipt of the applications the AGR Selection Board will interview all applicants and develop an order of selection list. The selecting official will approve the selection list and return it and the applications to HRO-A.
- f. After the merit list is developed, HRO-A will send a letter of nomination to the AG or his designee (Chief of Staff) for endorsement.
- g. Upon receipt of the AG endorsement, the selected soldier and his/her supervisor will be notified by HRO-A.
- h. If there are no applicants for the initial advertisement the position will be readvertised to all AGR personnel.
- i. Exceptions to the above outlined enlisted career management program may be made only at the discretion of the AG.

12. Enlisted AGR Promotions. Enlisted personnel selected by an AGR Selection Board for a higher graded position will be promoted upon transfer to their new position provided they are in a promotable status in accordance with NGR 600-200, chapter 11, section IV. Those soldiers not immediately promotable will be promoted once in a promotable status.

13. Officer Career Management Program. All officer positions are managed through a joint effort of the Chief of Staff, the Human Resource Officer, and the Officer Personnel Management Board.

14. AGR Controlled Grades. The Chief of Staff in conjunction with the Human Resource Officer will manage all AGR controlled grades.

15. AGR Accession Program. Entry level positions as defined in the glossary; and positions not filled through priority placement, lateral reassignment, or career management are filled through the accession program.

- a. Positions are advertised for a minimum of forty five (45) days unless an exception is made by HRO.
- b. Soldiers in the MTARNG and those eligible to join the MTARNG are eligible to apply. Applicant must have completed their basic and advanced individual military training and meet the eligibility procedures IAW AR 135-18, Chapter 2.
- c. Application packets will be screened by HRO-A. Applications not meeting the eligibility requirements IAW AR 135-18, chapter 2, and NGR 600-5, chapter 2, and this regulation will be returned to the applicant with a letter of explanation. HRO-A will forward the qualified packets to the AGR Accession Board.
- d. Application packet. Soldiers applying for positions in the accession program are required to submit application packets consisting of the following documents.
 - (1) NGB Form 34-1, Application for Active Duty Guard/Reserve (AGR).
 - (2) Copy of DA Form 2-1, Personnel Qualification Record.
 - (3) Latest medical examination (SF88/93) and a statement explaining any changes in medical status or medical treatment received since last physical examination.
 - (4) Copies of last three (3) DA Form 67-9, Officer Evaluation Reports (OER); DA Form 2166-7, NCO Evaluation Reports (NCOER). Letters from employers and/or commanders are acceptable if no OERs/NCOERs are available.
 - (5) DA Form 705 (APFT Scorecard) reflecting most recent APFT.
 - (6) Copy of NGB Form 23B, Retirement Points Record, available from SIDPERS.
 - (7) Official Department of Army photograph in Army Dress (Class A) Uniform taken within the past 12 months. Snapshots are acceptable for applications for initial accession into the AGR program.
 - (8) All DD Form 214s from previous active duty service.

16. AGR Selection Boards. The HRO, representing the AG, will appoint AGR interview/nomination boards. The boards will consider eligible applicants for entry into the AGR program.

- a. Boards normally are convened at the headquarters where the position is authorized unless otherwise directed by HRO.
- b. Interview/nomination boards are composed as follows:
 - (1) A minimum of three (3) voting members are appointed.
 - (2) All voting members are senior in grade to the applicants.
 - (3) One board member is from the major headquarters. This is the AO/OIC or their designated representative.
 - (4) One board member is a subject matter specialist. Board may include both AGR and non-AGR members.
 - (5) Boards considering females and/or minority applicants should attempt to include such representation on the board or indicate by memorandum why a female/minority was not available.

(6) The senior military ranking member is the president of the board.

(7) The HRO will appoint a non-voting advisor from their office to maintain a record of board actions and to advise on administrative board procedures.

c. Conduct of the Board.

(1) The overall objective is to select the best soldier to assist the commander in enhancing the readiness of the MTARNG.

(2) Boards are conducted in closed session.

(3) The responsible headquarters/directorate will contact each qualified applicant offering him/her the opportunity for a personal or telephonic interview with the board. Interviews are not required but are encouraged for Area II vacancies.

(4) Each board member will review application packets submitted to the board by HRO.

(5) After reviewing the application packets and interviewing the applicants (if desired) the board will develop an order of selection list that reflects the board results.

(6) At the conclusion of the board the HRO representative will retain the board results and any written information utilized by the board in the decision process.

(7) The number one listed soldier on the selection list is the selected applicant. In the event the number one soldier becomes ineligible or declines the position, the next soldier on the selection list is offered the position.

(8) Public announcement or individual disclosures of the board recommendations will not be made prior to notification of the selectee and other applicants by HRO. Letters of selection/non-selection are provided to each applicant by HRO. HRO will coordinate the accession process with the selected soldier and the gaining unit.

17. AGR Stabilization.

a. Upon entering the AGR program, soldiers will enter an initial stabilization period of 18 months in accordance with NGR 600-5.

b. Upon reassignment, AGR soldiers will remain in the position for a period of 24 months, and cannot apply for lateral reassignment. Exceptions may be approved by the Chief of Staff.

(1) The AG or his designee (Chief of Staff) may command direct reassign an AGR soldier prior to completion of his/her stabilization period.

(2) Force Evolution or Force Restructuring may also end a stabilization period.

c. Soldiers may apply for and be reassigned to a higher graded position during a stabilization period.

18. Commuting Distance. AGR soldiers will maintain a residence within 60 miles of their official duty station. The Adjutant General or his designated representative (Chief of Staff) will consider waivers to this policy. Waivers must include the impact upon the unit if the soldier does not live in the same geographic area as his/her duty station.

Waivers will be initiated by the soldier in memorandum format and endorsed favorably or non-favorably by the chain of command.

19. Retirement.

a. HRO-A will notify by memorandum soldiers that have achieved 18 years of active federal service. Notification will include instructions for those soldiers seeking retirement at the completion of 20 years of active federal service.

b. AGR commissioned and warrant officers will retire after completing 20 years of Active Federal Service unless extended by proper authority. Waiver requests to remain beyond 20 years will be submitted through the chain of command to HRO-A 14 months prior to the officer reaching 20 years of Active Federal Service.

c. Enlisted personnel will retire after attaining the maximum allowable years of Active Federal Service as indicated below:

<u>GRADE</u>	<u>MAXIMUM ALLOWED YEARS OF AFS</u>
E4 – E6	20 Years
E7	24 Years
E8	27 Years
E9	30 Years

d. Separation from the AGR program is mandatory at age 60..

e. If necessary the Adjutant General may request from National Guard Bureau a “Special Tour Continuation Board” to determine the suitability of retaining soldiers beyond 20 years of AFS.

Appendix A

References

Section I

Required Publications

AR 135-18, The Active Guard/Reserve (AGR) Program

AR 310-50, Authorized Abbreviations, Brevity Codes, and Acronyms

AR 640-30, Photographs for Military Personnel Files

NGR/AR 600-5, The Active Guard/Reserve (AGR) Program (Army)

NGB Pam 600-1, AGR Enlisted Career Management

Section II

Required Blank Forms

DA Form 2-1, Personnel Qualification Record

DA Form 67-9, Officer Evaluation Report (OER)

DA Form 2166-7, NCO Evaluation Report (NCOER)

SF 88, Report of Medical Examination

SF 93, Report of Medical History

NGB Form 23B, Retirement Point Record

NGB Form 34-1, Application for Active Duty, Guard/Reserve (AGR)

Glossary

Terms

Accession Program

A program to bring soldiers into the AGR force. Soldiers normally will be brought into the AGR force in entry level positions, normally officer O3 and below, enlisted E5 and below.

Career Management Program

A program which affords AGR soldiers the opportunity to achieve upward mobility, consistent with manpower constraints and the needs of the AGR program.

Command Direct Reassignment

A management initiated reassignment to a position of the same grade and normally within the same AGR duty function, with or without the soldier's consent.

Entry Level Position

Enlisted positions up to the grade of rank of SGT/E5 and officer positions up to the grade of rank of CPT/O3.

Full-Time Manning (FTM)

These positions are authorized for MTOE/TDA units and provide direct unit support.

Lateral Reassignments

A management/soldier initiated reassignment to a position of the same grade and normally within the same AGR duty function, this is a voluntary reassignment.

Priority Placement Program

A program to ensure that AGR soldiers who are over grade or excess to the position on the Staffing Guide as a result of force evolution change or reclassification of their positions, are given priority consideration for vacant AGR positions.

Support Personnel Manning Document (SPMD)

A document that reflects the required AGR positions and their maximum grades for each MTOE/TDA organization in the ARNG force structure.

BY ORDER OF THE GOVERNOR:

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